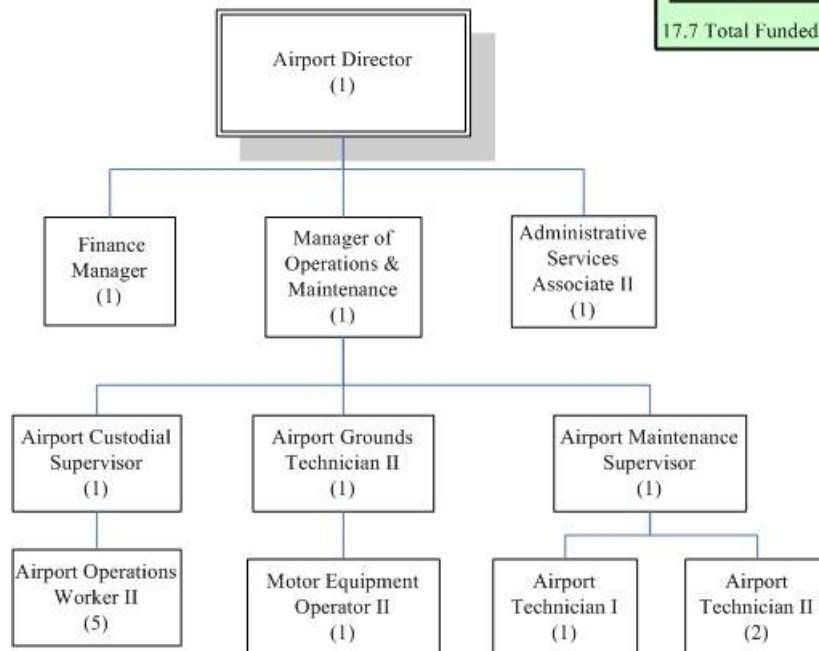




LYNCHBURG REGIONAL AIRPORT

POSITION SUMMARY
• • • • •
16.0 City Funded Positions
1.7 Wage Positions
<hr/>
17.7 Total Funded Positions

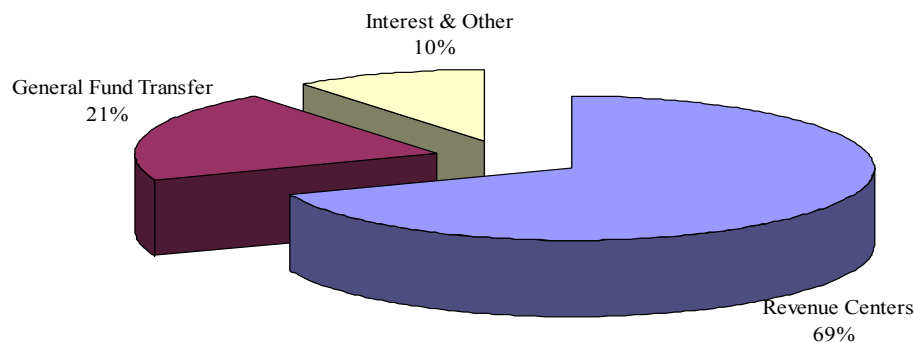




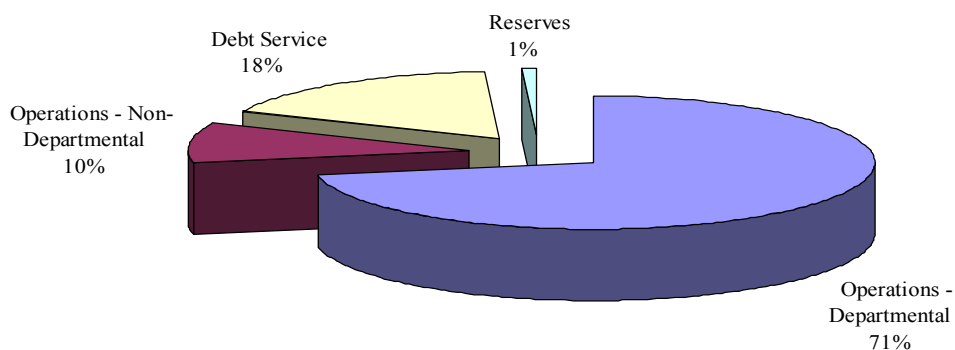
Lynchburg Regional Airport

Lynchburg Regional Airport is the main commercial service airport serving Lynchburg and the surrounding four-county region. It is served by the regional affiliates of two airlines, Delta Airlines and US Airways, and serves over 120,000 arriving and departing passengers a year. The airport is home base to approximately 70 private and business aircraft. The Federal Aviation Administration (FAA) owns and operates the air traffic control facility at the airport. Airport Administration manages the operations, safety, security, and capital improvements required by the FAA; maintains the airport complex; responds to crash, fire, medical, and other emergencies; promotes the airport; and administers contracts and leases with airlines, concessions, and tenants. Airport Fund revenues are from fees, leases, or rents paid by airlines, the fixed-based operator that services private and business aircraft, and other concessionaires and tenants.

FY 2007 REVENUES \$2,365,743



FY 2007 EXPENDITURES \$2,365,743





Airport Fund

	Actual FY 2005	Adopted FY 2006	Department Requested FY 2007	Manager's Proposed FY 2007	Adopted FY 2007
FUND SUMMARY					
BEGINNING FUNDS	\$134,403	\$73,505	\$73,505	\$73,505	\$73,505
USE OF RESERVES					
Encumbrances	\$77,988	\$0	\$0	\$0	\$0
Carryforwards	0	0	0	0	0
TOTAL USE OF RESERVES	\$77,988	\$0	\$0	\$0	\$0
REVENUES					
Revenue Centers	\$1,630,945	\$1,541,544	\$1,637,632	\$1,640,132	\$1,640,132
General Fund Subsidy	419,980	531,544	485,166	482,666	482,666
Miscellaneous	99,845	205,876	242,945	242,945	242,945
TOTAL REVENUES	\$2,150,770	\$2,278,964	\$2,365,743	\$2,365,743	\$2,365,743
EXPENDITURES					
Operations - Departmental	\$1,488,142	\$1,564,041	\$1,683,900	\$1,701,136	\$1,701,136
Operations - Non-Departmental	186,568	254,883	243,321	228,321	228,321
Debt Service	440,304	444,990	422,022	419,786	419,786
Reserve for Debt Service	15,552	15,050	16,500	16,500	16,500
Reserve for Maintenance	32,100	0	0	0	0
Year-end Encumbrances	87,686	0	0	0	0
TOTAL EXPENDITURES	\$2,250,352	\$2,278,964	\$2,365,743	\$2,365,743	\$2,365,743
ENDING BALANCE	\$112,810	\$73,505	\$73,505	\$73,505	\$73,505
Key Ratios:					
General Fund Subsidy as a % of Total Expenditures	19%	23%	21%	20%	21%



Airport Fund

	Actual FY 2005	Adopted FY 2006	Department Requested FY 2007	Manager's Proposed FY 2007	Adopted FY 2007
REVENUESUMMARY					
REVENUE CENTERS					
Airfield Revenue Center	\$148,547	\$136,500	\$126,500	\$126,500	\$126,500
Terminal Revenue Center	1,088,449	985,219	1,062,349	1,062,349	1,062,349
General Aviation Revenue Center	256,288	258,650	263,480	263,480	263,480
Other Airport Revenue Center	137,661	161,175	185,303	187,803	187,803
TOTAL	\$1,630,945	\$1,541,544	\$1,637,632	\$1,640,132	\$1,640,132
TRANSFERS					
Subsidy from General Fund	\$419,980	\$531,544	\$485,166	\$482,666	\$482,666
TOTAL	\$419,980	\$531,544	\$485,166	\$482,666	\$482,666
MISCELLANEOUS:					
Interest	\$4,988	\$2,300	\$5,000	\$5,000	\$5,000
Charges for Services	12,306	10,000	9,000	9,000	9,000
State Airport Aid	1,726	40,000	85,000	85,000	85,000
Federal Security Aid	71,310	152,576	139,945	139,945	139,945
All Other	9,516	1,000	4,000	4,000	4,000
TOTAL	\$99,845	\$205,876	\$242,945	\$242,945	\$242,945
TOTAL REVENUES	\$2,150,770	\$2,278,964	\$2,365,743	\$2,365,743	\$2,365,743



Airport Fund Expense Summary

	Actual FY 2005	Adopted FY 2006	Department Requested FY 2007	Manager's Proposed FY 2007	Adopted FY 2007
POSITION SUMMARY					
Personnel (FTE)	21.33	18.00	17.70	17.70	17.70
EXPENDITURE SUMMARY					
Salaries	\$694,843	\$565,997	\$577,755	\$593,477	\$593,477
Employee Benefits	224,058	187,603	220,178	224,633	224,633
Contractual Services					
Maintenance & Repair	118,360	99,200	101,550	101,550	101,550
Professional Services	14,282	5,125	5,125	3,125	3,125
Advertising & Public Relations	1,259	350	50,100	50,100	50,100
Airport Rescue & Fire Fighting		225,000	225,000	225,000	225,000
Misc Contractual Services	50,197	41,296	62,006	62,006	62,006
Fleet Service Charges	12,829	20,221	20,546	20,546	20,546
Other Charges					
Supplies & Materials	73,804	78,060	81,410	80,910	80,910
Utilities	142,614	148,300	150,000	150,000	150,000
Travel & Training	10,338	10,795	10,795	10,354	10,354
Telecommunications	5,472	5,650	6,650	6,650	6,650
Postage & Mailing	1,370	1,350	1,450	1,450	1,450
Dues & Memberships	4,258	2,000	3,500	3,500	3,500
Equipment Rental	2,558	2,700	2,900	2,900	2,900
Payments to Other Funds					
Indirect Cost Allocation	82,530	112,011	105,867	105,867	105,867
Self-Insurance	49,370	58,383	59,068	59,068	59,068
TOTAL	\$1,488,142	\$1,564,041	\$1,683,900	\$1,701,136	\$1,701,136
NON-DEPARTMENTAL					
Security Personnel (Federal Program)	\$93,318	\$152,576	139,945	139,945	139,945
Maintenance (State Program)	0	50,000	50,000	50,000	50,000
Independent Financial Audit	15,434	12,987	13,000	13,000	13,000
Uncollectible Accounts	17,056	5,000	5,000	5,000	5,000
Other Non-Departmental	6,360	9,320	10,376	10,376	10,376
Transfer to Capital Projects	54,400	25,000	25,000	10,000	10,000
Sub-Total	\$186,568	\$254,883	\$243,321	\$228,321	\$228,321
Debt Service	\$440,304	\$444,990	\$422,022	\$419,786	\$419,786
Reserve for Debt Service	15,552	15,050	16,500	16,500	16,500
Reserve for Maintenance	32,100	0	0	0	0
Year-end Encumbrances	87,686	0	0	0	0
Sub-Total	\$575,642	\$460,040	\$438,522	\$436,286	\$436,286
GRAND TOTAL	\$2,250,352	\$2,278,964	\$2,365,743	\$2,365,743	\$2,365,743

**Airport Fund Budget Description**

The Department Requested FY 2007 Lynchburg Regional Airport budget of \$2,348,086 represents a 3.03% increase of \$69,122 as compared to the Adopted FY 2006 budget of \$2,278,964.

Significant changes introduced in the Department Requested FY 2007 budget include:

- \$26,676 increase in Salaries and Employee Benefits reflecting FY 2006 compensation adjustments, increased insurance premiums and the end of the life insurance premium holiday.
- \$49,750 increase in Advertising & Public Relations due to moving the \$50,000 annual budget for the Aviation Marketing & Promotion expenses from the airport grant fund.
- \$20,710 increase in Miscellaneous Contractual Services due to moving the \$40,000 annual budget for Air Service Development expenses from the airport grant fund.
- \$3,350 increase in Supplies & Materials due primarily to increased fuel prices.
- \$12,631 decrease in Security costs due to more historical data being available making budgeting more accurate.
- \$22,968 net decrease in Debt Service due to scheduled decreases partially offset by anticipated additional borrowing in late FY 2006 for construction of T-Hangars to lease to individual aircraft owners.

All major items requested are proposed for funding by the City Manager.

The Proposed FY 2007 Lynchburg Regional Airport budget was adopted by City Council without changes.

Airport Fund Performance Measures**Goal 1:**

Increase number of daily departure seats available from the Airport

Objective:

Increasing daily departure seats will attract additional passengers, potentially reduce airfares, and contribute to the City's overall economic development potential.

Performance Measure:	Projected FY 2005	Actual FY 2005	Target FY 2006	Projected FY 2007
Number of daily departure seats available	342	342	438	382

Goal 2:

Increase airline passenger traffic served by the Airport

Objective:

Increasing airline passenger traffic will produce significant increases in direct and secondary revenue to the Airport.

Performance Measure:	Projected FY 2005	Actual FY 2005	Target FY 2006	Projected FY 2007
Airline passenger traffic	130,646	128,811	140,112	144,315

**Airport Fund – Administration Expenses**

	Actual FY 2005	Adopted FY 2006	Department Requested FY 2007	Manager's Proposed FY 2007	Adopted FY 2007
POSITION SUMMARY					
Personnel (FTE)	5	5	4.7	4.7	4.7
BUDGET SUMMARY					
Salaries	\$222,550	\$227,091	\$230,233	\$236,549	\$236,549
Employee Benefits	67,434	71,079	79,844	81,684	81,684
Contractual Services					
Professional Services	14,120	5,000	5,000	3,000	3,000
Temporary Personnel					
Advertising & Public Relations	250	250	50,000	50,000	50,000
Misc Contractual Services	29,031	20,000	40,000	40,000	40,000
Other Charges					
Supplies & Materials	3,609	6,750	6,700	6,200	6,200
Travel & Training	8,484	8,495	8,495	8,054	8,054
Telecommunications	2,207	2,650	2,650	2,650	2,650
Postage & Mailing	1,274	1,250	1,350	1,350	1,350
Dues & Memberships	4,258	2,000	3,500	3,500	3,500
Rentals & Leases	2,558	2,700	2,900	2,900	2,900
Payments to Other Funds					
Payment to City - Indirect Costs	82,530	112,011	105,867	105,867	105,867
Payment to City - Self Insurance	49,370	58,383	59,068	59,068	59,068
TOTAL	\$487,675	\$517,659	\$595,607	\$600,822	\$600,822

Airport Fund – Administration Budget Description

The Department Requested FY 2007 Lynchburg Regional Airport/Administration budget of \$585,511 represents a 13.1% increase of \$67,852 as compared with the Adopted FY 2006 budget of \$517,659.

Significant changes introduced in the Department Requested FY 2007 budget include:

- \$1,811 increase in Salaries and Employee Benefits reflecting FY 2006 compensation adjustments, increased insurance premiums and the end of the life insurance premium holiday.
- \$49,750 increase in Advertising & Public Relations reflecting moving the \$50,000 annual budget for Aviation Marketing & Promotion expenses from the airport grant fund.
- \$20,000 increase in Miscellaneous Contractual Services reflecting moving the \$40,000 annual budget for Air Service Development expenses from the airport grant fund.
- \$6,144 decrease in Payments to the City for Indirect Costs per the most recent indirect cost calculation.

All major items requested are proposed for funding by the City Manager.

The Proposed FY 2007 Lynchburg Regional Airport/Administration budget was adopted by City Council without changes.

**Airport Fund – Terminal Expenses**

	Actual FY 2005	Adopted FY 2006	Department Requested FY 2007	Manager's Proposed FY 2007	Adopted FY 2007
POSITION SUMMARY					
City Funded Full-Time	8	8	8	8	8
Total FTE	8	8	8	8	8
BUDGET SUMMARY					
<i>Salaries</i>	\$184,389	\$194,126	\$199,561	\$207,524	\$207,524
<i>Employee Benefits</i>	61,890	70,193	87,342	90,540	90,540
<i>Contractual Services</i>					
Maintenance & Repair	78,887	68,800	68,850	68,850	68,850
Professional Services	162	125	125	125	125
Advertising & Public Relations	1,009	100	100	100	100
Misc Contractual Services	11,524	13,286	13,496	13,496	13,496
<i>Fleet Service Charges</i>	4,455	8,683	8,821	8,821	8,821
<i>Other Charges</i>					
Supplies & Materials	20,947	27,550	27,550	27,550	27,550
Utilities	89,388	94,700	94,700	94,700	94,700
Travel & Training		900	900	900	900
Telecommunications	164	200	200	200	200
TOTAL	\$452,815	\$478,663	\$501,645	\$512,806	\$512,806

Airport Fund – Terminal Budget Description

The Department Requested FY 2007 Lynchburg Regional Airport/Terminal budget of \$501,645 represents a 4.8% increase of \$22,982 as compared with the Adopted FY 2006 budget of \$478,663.

Significant changes introduced in the Department Requested FY 2007 budget include:

- \$22,584 increase in Salaries and Employee Benefits reflecting FY 2006 compensation adjustments, increased insurance premiums and the end of the life insurance premium holiday.

All major items requested are proposed for funding by the City Manager.

The Proposed FY 2007 Lynchburg Regional Airport/Terminal budget was adopted by City Council without changes.

**Airport Fund – Airfield Expenses**

	Actual FY 2005	Adopted FY 2006	Department Requested FY 2007	Manager's Proposed FY 2007	Adopted FY 2007
POSITION SUMMARY					
City Funded Full-Time	4	4	4	4	4
Total FTE	4	4	4	4	4
BUDGET SUMMARY					
<i>Salaries</i>	\$103,592	\$113,220	\$111,978	\$117,641	\$117,641
<i>Employee Benefits</i>	33,568	36,252	39,365	41,225	41,225
<i>Contractual Services</i>					
Maintenance & Repair	8,611	9,500	9,700	9,700	9,700
Misc Contractual Services	7,879	3,850	3,850	3,850	3,850
<i>Fleet Service Charges</i>	8,089	11,238	11,425	11,425	11,425
<i>Other Charges</i>					
Supplies & Materials	33,243	27,660	28,660	28,660	28,660
Utilities	22,678	22,400	22,400	22,400	22,400
Travel & Training	753	1,400	1,400	1,400	1,400
Telecommunications	2,569	2,800	2,800	2,800	2,800
Postage & Mailing	96	100	100	100	100
TOTAL	\$221,078	\$228,420	\$231,678	\$239,201	\$239,201

Airport Fund – Airfield Budget Description

The Department Requested FY 2007 Lynchburg Regional Airport/Airfield budget of \$231,678 represents a 1.4% increase of \$3,258 as compared with the Adopted FY 2006 budget of \$228,420.

Significant changes introduced in the Department Requested FY 2007 budget include:

- \$1,871 increase in Salaries and Employee Benefits reflecting FY 2006 compensation adjustments, increased insurance premiums and the end of the life insurance premium holiday.

All major items requested are proposed for funding by the City Manager.

The Proposed FY 2007 Lynchburg Regional Airport/Airfield budget was adopted by City Council without changes.

**Airport Fund – General Aviation Expenses**

	Actual FY 2005	Adopted FY 2006	Department Requested FY 2007	Manager's Proposed FY 2007	Adopted FY 2007
POSITION SUMMARY					
City Funded Full-Time	1	1	1	1	1
Total FTE	1	1	1	1	1
BUDGET SUMMARY					
Salaries	\$21,615	\$23,560	\$23,144	\$23,763	\$23,763
Employee Benefits	8,098	9,467	10,293	10,572	10,572
Contractual Services					
Maintenance & Repair	15,300	2,000	2,000	2,000	2,000
Misc Contractual Services	264	1,360	1,360	1,360	1,360
Other Charges					
Supplies & Materials	128	1,650	1,750	1,750	1,750
Utilities	7,754	10,000	10,000	10,000	10,000
TOTAL	\$53,159	\$48,037	\$48,547	\$49,445	\$49,445

Airport Fund – General Aviation Budget Description

The Department Requested FY 2007 Lynchburg Regional Airport/General Aviation budget of \$48,547 represents a 1.1% increase of \$510 as compared with the Adopted FY 2006 budget of \$48,037.

No significant changes were introduced in the Department Requested FY 2007 budget.

All major items requested are proposed for funding by the City Manager.

The Proposed FY 2007 Lynchburg Regional Airport/General Aviation budget was adopted by City Council without changes.

**Airport Fund – Other Operations Expenses**

	Actual FY 2005	Adopted FY 2006	Department Requested FY 2007	Manager's Proposed FY 2007	Adopted FY 2007
BUDGET SUMMARY					
<i>Contractual Services</i>					
Maintenance & Repair	11,589	12,900	14,000	14,000	14,000
Misc Contractual Services		1,000	1,000	1,000	1,000
<i>Other Charges</i>					
Supplies & Materials	2,113	1,800	1,600	1,600	1,600
Utilities	22,794	21,200	22,900	22,900	22,900
TOTAL	\$36,496	\$36,900	\$39,500	\$39,500	\$39,500

Airport Fund – Other Operations Budget Description

The Department Requested FY 2007 Lynchburg Regional Airport/Other Operations budget of \$39,500 represents a 7.0% increase of \$2,600 as compared with the Adopted FY 2006 budget of \$36,900.

Significant changes introduced in the Department Requested FY 2007 budget include:

- \$1,100 increase in Maintenance & Repair reflecting anticipated increases in maintenance agreements for the aging airport control tower building.
- \$1,700 increase in Utilities reflecting additional electricity costs for the new T-Hangar units.

All major items requested are proposed for funding by the City Manager.

The Proposed FY 2007 Lynchburg Regional Airport/Other Operations budget was adopted by City Council without changes.

**Airport Fund – Fire and Rescue Expenses**

	Actual FY 2005	Adopted FY 2006	Department Requested FY 2007	Manager's Proposed FY 2007	Adopted FY 2007
POSITION SUMMARY					
City Funded Full-Time	3.33	0.00	0.00	0.00	0.00
Total FTE	3.33	0.00	0.00	0.00	0.00
BUDGET SUMMARY					
Salaries	\$158,589	\$0	\$0	\$0	\$0
Employee Benefits	52,758	0	0	0	0
Other Charges		0	0	0	0
Supplies & Materials	2,192	0	0	0	0
Travel & Training	1,101	0	0	0	0
Telecommunications	532	0	0	0	0
TOTAL	\$215,172	\$0	\$0	\$0	\$0

Airport Fund – Fire and Rescue Budget Description

This entire budget has been eliminated and replaced by a Contractual Services line item in the Airport Public Safety sub-department.

**Airport Fund – Safety (Law Enforcement) Expense**

	Actual FY 2005	Adopted FY 2006	Department Requested FY 2007	Manager's Proposed FY 2007	Adopted FY 2007
POSITION SUMMARY					
Grant Funded Full-Time ¹	3	3	3	3	3
Total FTE	3	3	3	3	3
BUDGET SUMMARY					
Salaries	\$78,656	\$141,733	\$130,000	\$130,000	\$130,000
Employee Benefits	6,017	10,843	9,945	9,945	9,945
Contractual Services					
Maintenance & Repair	0	0	1,000	1,000	1,000
Airport Rescue & Fire Fighting	0	225,000	225,000	225,000	225,000
Misc Contractual Services	713	0	500	500	500
Other Charges					
Supplies & Materials	7,932	0	2,500	2,500	2,500
Telecommunications	0	0	1,000	1,000	1,000
TOTAL	\$93,318	\$377,576	\$369,945	\$369,945	\$369,945

¹ The cost of these positions is funded through a federal grant reflected under Non-Departmental in the Expense Summary.

Airport Fund – Safety (Law Enforcement) Budget Description

The Department Requested FY 2007 Lynchburg Regional Airport/Public Safety budget of \$369,945 represents a 2.0% decrease of \$7,631 as compared with the Adopted FY 2006 budget of \$377,576.

Significant changes introduced in the Department Requested FY 2007 budget include:

- \$12,631 decrease in Salaries and Employee Benefits reflecting more historical data being available making budgeting more accurate.
- \$2,500 increase in Supplies & Materials reflecting previously unbudgeted expenses.

All major items requested are proposed for funding by the City Manager.

The Proposed FY 2007 Lynchburg Regional Airport/Public Safety budget was adopted by City Council without changes.

**Airport Fund – Snow Removal Expenses**

	Actual FY 2005	Adopted FY 2006	Department Requested FY 2007	Manager's Proposed FY 2007	Adopted FY 2007
BUDGET SUMMARY					
Salaries	4,108	8,000	8,000	8,000	8,000
Employee Benefits	310	612	612	612	612
Contractual Services					
Maintenance & Repair	3,973	6,000	6,000	6,000	6,000
Misc Contractual Services	1,499	1,800	1,800	1,800	1,800
Fleet Service Charges	285	300	300	300	300
Other Charges					
Supplies & Materials	11,572	12,650	12,650	12,650	12,650
TOTAL	\$21,747	\$29,362	\$29,362	\$29,362	\$29,362

Airport Fund – Snow Removal Budget Description

The Department Requested FY 2007 Lynchburg Regional Airport/Snow Removal budget of \$29,362 represents a 0% increase of \$0 as compared with the Adopted FY 2006 budget of \$29,362.

No significant changes were introduced in the Department Requested FY 2007 budget.

All major items requested are proposed for funding by the City Manager.

The Proposed FY 2007 Lynchburg Regional Airport/Snow Removal budget was adopted by City Council without changes.